

North Cumberland Fire District

Meeting Minutes

April 19, 2006

Opening:

The regular meeting of the North Cumberland Fire District (NCFD) was called to order at

7:00 p.m. on Wednesday, April 19, 2006, by Chairman Edward LeBlanc.

Present: Absent:

Edward LeBlanc, Chairman John Aharonian

Robert Audette Brian Campbell

Paul Lindquist

Matthew Gannon

Joseph Baglini

Others Present:

Rene Gendreau, Chief (arrived 7:10pm)

Fay Dakake, Clerk

Daniel Hamel, Treasurer

Martin Klara, Tax Collector

Before beginning the meeting, Chairman LeBlanc introduced a guest

and potential member of the Board of Trustees, Mr. Francis Baker. Mr. Baker has submitted a letter to the Board asking for consideration to serve as a Trustee.

Mr. Baker introduced himself as a retiree from Lucent Technologies who worked there for 36 years as a PBX switchboard installer and supervisor. As he has retired he would like something to keep him active. He has been retired for 15 years.

Chairman LeBlanc noted Mr. Baker's name would be put on next month's agenda for nomination, where a vote would be taken.

A. Approval of Minutes

A motion was made by Mr. Gannon, seconded by Mr. Lindquist, to approve the Clerk's Report of March 16, 2006 as corrected. All in favor. So voted.

Chief Gendreau entered the room (7:10pm).

B. Treasurer's Report

The Treasurer's Report dated April 19, 2006 included the following:

- o Financial Summary, March, 2006
- o Tax Collections Comparison Chart, March 31, 2006
- o Balance Sheet as of March 31, 2006
- o Profit and Loss Statement, March, 2006
- o Profit & Loss Prev. Year Comparison July, 2005 v March, 2006

Mr. Baglini questioned whether Account #6350 (Insurance \$35,903.00) of the Treasurer's Report is payment for the year. Treasurer Hamel responded yes.

Treasurer Hamel asked Chief Gendreau to refresh his memory of Account #6030 (Upgrade & Purchase new Equipment (265.00)). Chief Gendreau stated it was a check received from the insurance company to cover the cost of equipment damaged in a fire.

A motion was made by Mr. Gannon, seconded by Mr. Audette, to accept the Treasurer's Report dated April 19, 2006. All in favor. So voted.

C. Tax Collector's Report

The Tax Collector's Report dated April, 2006 report was reviewed.

A motion was made by Mr. Lindquist, seconded by Mr. Baglini, to accept the April, 2006 Tax Collector's Report. All in favor. So voted.

D. Chief's Report and Monthly Expenditures

Chief Gendreau submitted a Monthly Report for March, 2006, and an Expenditures Report dated April 19, 2006.

Chief Gendreau highlighted:

There were over 100 runs last month, more than half were EMS.

fæ Tours of the Station have been conducted for groups

fæ Brush Truck 51 was repaired at Pride Ford.

fæ Truck 5 has been all inspected

fæ Truck 54 has just come back from the pump testing and the annual service testing. A few things were found wrong and were repaired

fæ Research was done on replacing the carpeting in the two bunk rooms and the locker room. There are sufficient funds in the Building Account to cover the cost of \$1,263.87.

fæ Permanent personnel attended training sessions at Pawtucket Water Supply Board facility and ice rescue training.

fæ NCFD is currently looking into training for large commercial occupancy searching.

Three additional bills

Two were for uniform reimbursements

One Sending a Compliance Inspection Form

Total bills March, 2006: \$47,916.51

Mr. Baglini asked how Deputy Chief Pratt was doing after his recent motor vehicle accident. The Chief indicated that the Deputy Chief was still going for treatment for his neck. He is working.

When asked about the ice rescue, Chief Gendreau indicated it was

held in the pond behind NCFD.

A motion was made by Mr. Baglini, seconded by Mr. Audette, to accept the Chief's Report and the Monthly Expenditures. All in favor. So voted.

E. Committee Reports

Insurance

No comment.

Financial Management, Budget, Taxes

Mr. Gannon distributed draft copies of the Proposed 2006/2007 Budget. He indicated that the Budget Committee had met last night to review the budget items. Chairman LeBlanc stated that when discussions are complete a more formal proposed budget will be presented at next month's meeting. Mr. Gannon asked that any questions or suggestions be presented at the next meeting.

The Chief stated he is awaiting figures regarding the percentage of increase for health insurance and pension contribution. Treasurer Hamel revealed the pension contribution is currently 14.53% and will be 14.29%.

Mr. Baglini addressed whether there is a line item for the projected expense of reimbursement to the Chief and the Tax Collector for

mileage accrued on their private vehicles while conducting NCFD business The Chief stated he is anticipating getting the NCFD vehicle back before the fiscal year ends; his mileage would come out of his expense account. A discussion ensued regarding the reorganization and reclassification on the Computerized Tax Bills Account (6460) to possibly include Opal support, Pro Mailing Service and other tax collection/collector expenses.

Personnel

Mr. Lindquist stated he had a couple of items for Executive Session.

Labor Relations

Chairman LeBlanc announced that the Memorandum of Agreement allowing new firefighters to allocate some of their sick time over their probationary year had been signed by the Union and the Board.

Chief Gendreau reported that he met with the Executive Board and discussed the issues that were brought up at the Labor/Management Committee Meeting.

Nominations

Mr. Baglini submitted a resume from an additional person who is interested in being on the Board of Trustees. Chairman LeBlanc accepted the resume and stated he would pass it along to Mr. Aharonian, Chairperson of the Nominations Committee.

Buildings, Grounds, Apparatus, Computer

No comment.

Public Relations

Mr. Lindquist noted he saw several of NCFD firefighters on TV serving coffee and donuts for Special Olympics.

F. Old Business

Financial Audit

Chairman LeBlanc explained that he and the Tax Collector met with Jeff Wadovick, CPA with James N. Nadeau & Co., who does business with a few fire districts around the state and is familiar with the system that NCFD's tax collector uses. The Chairman asked Mr. Wadovick to put together a proposal for procedures he would use to audit the tax account and to provide an assessment of the processes.

The Chairman will review the proposal with the Tax Collector and present it to the Board at the next meeting.

Vehicle Acquisition

Chief Gendreau reported that he, the Chairman and the Deputy had traveled to Marlborough to MHQ Municipal Vehicles. The Chief distributed a quote for a 2006 Ford Expedition. The Chairman explained that this new vehicle would be in addition to the Jeep Grand Cherokee. The Grand Cherokee would be used primarily by the Fire Marshall to conduct inspections and the new vehicle would

be used by the Chief and the Deputy to conduct day-to-day business. Financing options are 30-day cash or a lease agreement with option-to-buy. The lease would be paid once a year for three years at the end of the three years, the vehicle is either turned in or NCFD owns it by paying the cash balance.

The question was raised as to whether the Department wants to purchase a vehicle at all, and , if so would it be paid for outright or would it be financed through a lease arrangement?

The Chief stated \$50,000. was budgeted last year for vehicle acquisition. The Chairman clarified that a contingency fund was budgeted for any contingency that might come up and it was discussed that a vehicle was something that would be necessary. Originally, they looked at the need for a new fire truck. With the hiring of a Fire Marshall, however, a vehicle is needed for inspections.

The Chairman acknowledged that a leasing option would give NCFD some flexibility in terms of outlay of funds. If it was determined in the future that the vehicle wasn't needed anymore, particularly if NCFD secured a merger with another fire district.

A motion was made by Mr. Gannon, seconded by Mr. Audette, to order the new vehicle with financing to be determined. Trustee Baglini abstained from voting. Majority of members present in favor. So voted.

Fire Department Consolidation

Mr. Lindquist updated the Board that a productive investigative meeting was held with the Cumberland Fire District. He believes Cumberland Fire District (CFD) is anxious to merge with a district. Two committees have been formed. The Personnel Committee will review contracts in place at each district. The Financial Committee will determine, from a financial stand point, whether it is wise to merge. The possibility of a consolidation is currently in an investigative status. Both districts are in agreement that the ultimate decision is in the hands of the taxpayers. Taxpayer education is key.

Chief Gendreau mentioned that he spoke to Chief Cimino of Valley Falls Fire District (VFFD) and their Board would be sending a letter asking if they could sit in on meetings between NCFD and CFD if they are talking about a merger. Chief Gendreau welcomed VFFD to the next meeting.

Collection & Recording of Tax Sale Funds

The Tax Collector voiced his concern over the collection and recording of funds received during the last tax sale. Chairman LeBlanc stated he and the Tax Collector will meet with Michelle Bake, Esq., to investigate the protocol set for the collection and recording process, the matter for which she was hired.

The Tax Collector from the Cumberland Fire District contacted Tax Collector Klara stating that they sent a check in error; it was to pay taxes on a property in Bear Hill. A copy of the check, hand-stamped by NCFD, is in-hand, yet Tax Collector Klara is unable to find a record of that check. A request has been made by the Cumberland Fire District to be reimbursed \$481.00

Chairman LeBlanc suggested that the auditor help NCFD in this situation.

G. New Business

Business Objectives

Chairman LeBlanc distributed revised copies of Business Objectives for FY 2006. He asked the Board, the Union and the firefighters for proposed business objectives for FY 2007.

Local 2722 Grievance

Chief Gendreau stated that Local 2722 has asked to be heard. President Lt. Emerson thought they would be heard in Executive Session.

Motion was made by Mr. Lindquist, seconded by Mr. Gannon, and unanimously carried to enter into Executive Session in accordance with RIGL 42-46-5 (2) at 8:20 p.m.

Return to Public Meeting

Chairman LeBlanc asked the Union for a written counter proposal to the job description that you were given on February 16, 2006 clearly explaining the key issues that the Union has with the job description. The Board will then consider the counter proposal.

President Lt. Emerson stated he would take the information to his Executive Board and the members then thanked the Board of Trustees of the NCFD.

H. Public Comment

Captain Delise asked if the new vehicle would be lettered and meets all the NFPA standards. Chief Gendreau responded yes.

I. Adjournment

Motion is made by Mr. Lindquist, seconded by Mr. Baglini, to adjourn the meeting of the North Cumberland Fire District at 9:11 a.m. All in favor. So voted.

Minutes submitted by: Fay Dakake, Clerk _____

Approved by: Edward LeBlanc _____

Chairman